



## Volunteer Job Description

July 2013

**Title:** Family Meeting Assistant Volunteer

**Key Responsibilities:**

*To assist with the client family's children of any age, who attend various types of meetings at the CYF Division buildings, when they need a break or supervision participating in fun activities in or outside of the meeting room.*

**Qualifications:**

*Volunteer will have a friendly personality, and will demonstrate the ability to keep things in confidence. Must have a desire to hang out with kids of any age, paying special attention to age appropriate needs and behaviors. We hope you will be open minded and flexible. Must work well with a team.*

**Training and Support:**

*Initial background screening and agency orientation will be given by the volunteer coordinator. Training about the meetings will be conducted by the Community Resource Unit Facilitators and support for the individual meetings will be given by the casework staff.*

**Time Commitment:**

*4 hours of initial interview, orientation and screening time. Flexible day and or evening hours, preferably. Ability to attend several meetings a month for 2 to 4 hour shifts as needed. Possible on-call status with the ability to call into the Coordinator once or twice a week to check schedule.*

**Initial Impact:**

*Children and families who are involved with CYF services may be at risk because of poverty, abuse, neglect, addictions and criminal or unsafe behaviors. Clients benefit from the volunteer program which recruits good role models from the community. This volunteer position will offer a resource to families and staff that they have not had before during important family meetings. The volunteer will offer more support to the participants who are attending the meeting so they can bring their children without worrying about their well being. The volunteer will provide a safe environment for them on site with active supervision at all times.*

**Sustainable Outcome:**

*The CYF Family Meeting Volunteer(s) will feel valued while they are working with professionals and family members. They will offer much needed support to the staff in our division, during important meetings which will enable the team to plan, process and provide resources for clients who are going through our services. Working as a part of the team, volunteers can be assured that their impact will improve the quality of services we provide directly to clients.*